

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: Programs and Project Manager Positions

1. References:

a. Memorandum, CEHR-E, 30 June 1993, subject: Position Classification Guidance for Project Management Positions.

b. Memorandum, CEHR-E, 20 April 1995, subject: Position Classification Guidance for Project Management Positions.

c. Memorandum, CEHR-E, dated 20 March 1998, subject: Deputy for Programs and Project Management Positions.

2. Reference a provided model job descriptions for project manager positions at the GS-801-12 and GS-801-13 levels. Reference b clarified that it was not the intent for all project managers to be engineers and provided examples of other series that might be appropriate. Reference c provided revised standard job descriptions classified to the GS-340 series along with standard knowledges, skills, and abilities required to perform the position of Deputy for Programs and Project Management/Chief, Programs and Project Management Division. The GS-340 series will be used for supervisory positions at the MSC and district levels, but cannot be used for nonsupervisory positions at those levels.

3. The great majority of project manager positions at district level are classified as engineers; however, experience has demonstrated that a broader mix of knowledges enhances the effectiveness of the project management function. A broad knowledge of management, coupled with a technical knowledge of USACE projects, is required. With the implementation of new project manager business practices as identified in ER 5-1-11, we must assure that USACE has the best and brightest in district project manager positions. Two or more job descriptions should be prepared for each position. One of these descriptions would be classified as interdisciplinary in professional occupational series corresponding to the nature of the project. The other descriptions would be classified to individual nonprofessional series, also related to the project. To assist with this endeavor, a list of series which should be considered when classifying these positions as interdisciplinary is provided at enclosure 1. A second list of series which can be used on single discipline job descriptions is at enclosure 2. Two sample interdisciplinary job descriptions are also provided at enclosures 3 and 4 to serve as guides when

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developing job descriptions locally. At enclosure 5 is an example of a description at the interdisciplinary GS-12 level. Evaluation statements for both GS-12 and GS-13 project managers are at enclosures 6 and 7.

4. Similarly, the great majority of program management positions in MSC Programs Management Directorates (PMD) are classified as engineers. A broad knowledge of management coupled with a technical knowledge of USACE projects and funding sources is also required at the MSC level. To accomplish this, supervisory PMD positions at the GS-14 and GS-15 levels should be classified to the GS-340 series. Other program manager positions, including nonsupervisory GS-14 positions, should be classified as interdisciplinary, using not more than 10 to 12 of the occupational series at enclosure 1, and to individual series selected from those at enclosure 2. This will require that two or more job descriptions be prepared for each position.

5. Point of contact for this action is Monroe A. Major, telephone 202-761-0331.

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JOE N. BALLARD
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Commanding